DIBELS Instructions

Excel File Name: DIBELS DATA 04-05 – Reading First Principal's Institute 2-18-05

TO SAVE DIBELS FILE FROM EMAIL TO YOUR COMPUTER

- Open the excel file listed above from the email
- Click on file in the upper left corner
- Click on Save as
- Save the file to "My Documents" on your computer and/or your network user file.
- If you don't save the file to your computer, the formulas will not copy when you paste them into the new spreadsheet for your schools data.

GENERAL INFO ABOUT THE DIBELS SPREADSHEET

- At the bottom of the excel file you will see tabs labeled Kindergarten, First Grade, Second Grade, Third Grade, Longitudinal Graphs, and 1st year graphs.
- When you click on each tab you will find 6 different spread sheets for each grade level. I set up 6 different spreadsheets to calculate totals for up to 6 teachers at each grade level. The table at the top of the spread sheet is for one teacher, the next table is for two teachers and so on until you scroll down to the last table set up for 6 teachers. In the upper left corner of each table it will tell you the grade level and the number of teachers that table is for. If you can't see all the tabs at the bottom of the spreadsheet click on the black arrows in the lower left corner of the spreadsheet to scroll to different tabs.

STARTING AN EXCEL DIBELS FILE FOR YOUR SCHOOLS DATA

- Open the DIBELS excel file you just saved to your workstation
- In the upper left corner of the screen you will see a button that looks like a blank piece of paper and when you place your cursor over it a message pops up that reads new.
- Click on this to start a new spread sheet.
- Save this to your workstation and/or user file by clicking on file in the upper left corner then on save.
- Create a file name so you will be able to distinguish between the file you are creating and the one you saved on your workstation that you received in the email.

TO CREATE YOUR EXCEL SPREADSHEET FOR DIBELS

- Open both excel files (the one you are making for your school and the one you saved to your workstation that you were sent in the email.
- Click on the kindergarten tab.
- Find the table that corresponds to the number of teachers you have.

- Highlight the table that corresponds to the number of teachers you have in kindergarten.
- Right click on your mouse and click on copy.
- Go to the excel spreadsheet you are creating for your school and click on cell A1
- Right click on your mouse and click on paste.
- The kindergarten spreadsheet you highlighted should appear on your spread sheet.
- The width of the columns may be wider on your spreadsheet than they were on the table I sent you. Instructions below explain how to adjust column width.

Scroll down on the spreadsheet you are creating for your school and repeat this for grades 1 – 3 to copy/paste the table for each grade level that corresponds to the number of teachers you have at each of these levels.

TO ADJUST COLUMN WIDTHS

To adjust one column:
- Place your curser on the right side of the column
- you will notice the arrow change to a vertical line
- Right click and hold
- Drag to desired width
- Release the right button on the mouse

To adjust multiple columns:
- Highlight the column by placing cursor on the letter above the column on the right or left side of the group to be adjusted
- Right click and hold, highlighting the columns to be adjusted
- Move curser to any letter corresponding to a column highlighted
- You will notice the arrow change to a vertical line
- Right click and hole
- Drag to desired width
- Release right button on the mouse

LOCKING THE TABLE: PROTECTING CELLS WITH FORMULAS

I have formatted cells in the table to protect formulas to lock the cells in your table with formulas so you don't accidentally delete them do the following:

- Go to the tools menu
- Then protection
- Click on protect sheet
- A box will appear asking you for a password. I used DIBELS as my password. Enter DIBELS or another password you can remember
- Click on OK
- Reenter the password and click OK

This will lock all the cells that have formulas that calculate percentages and class totals so they aren't accidentally deleted as you enter your class data. To unlock the table repeat the procedure above but click on unprotect sheet and you will be asked to enter the password and the table will be unlocked.

ENTERING DATA

Use the DIBELS Class Summary Report

Enter the teachers name in the teacher cell. You can go on and enter it 3 times for Beg, Mid and End of year assessments

Enter the number of students assessed into the # tested cell that corresponds to the teachers and report you're working on.

Enter all student data in columns with the # symbol at the top of the chart.

Subtest data and Instructional Recommendation
- Count the number of students on the individual subtest scoring at deficit/at risk/intensive (highlighted in red)
- Enter the number in the corresponding subtest # cell
- Count the number of students on the individual subtest scoring at emerging/some risk/strategic (highlighted in yellow) (I know this is orange, but yellow is hard to see)
- Enter the number in the corresponding subtest # cell
- Count the number of students on the individual subtest scoring at established/low risk/benchmark (highlighted in green)
- Enter the number in the corresponding subtest # cell

Initial Sound Fluency uses Deficit, Emerging, and Established
All other subtest us at risk, some risk, and low risk
Instructional recommendation uses Intensive, Strategic, and Benchmark

Avoid entering any data in the rows with TOTAL on the left, as they have formulas to calculate grade level information that will be lost if data is entered into them.

Avoid entering data in any cells with a %, as they have formulas to calculate class percentages and the formula will be deleted if data is entered into the cell.

Cells with the dots in them are cells in subtest that were not assessed at that time and no data should be entered.

Graphs

1 Year Graphs (look at progress from beginning, mid, and end assessments)

- Click in the graph where it says to type teacher's name, enter teacher's name
- Enter % of students at intensive, strategic, and benchmark for beg, middle, and end assessments

Longitudinal Assessments (looks at end of year progress over several years)

- Click on graph where it says to type teacher's name, enter teacher's name
- Enter the % of students at intensive, strategic, and benchmark for the end of year assessments

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